



## Standard Operating Procedure Refuse Disposal Division

**REFUSE**  
**DISPOSAL**  
**DIVISION**

### Emergency Procedures

## Fire in Trash/ Outside of Fill Area

### Fire in Trash:

1. Isolate the burning material.
2. Cover with earth/dirt.
3. Notify your immediate Supervisor and the Landfill Superintendent.
4. Notify the Fire Department via Station 38 or 911 if a serious situation arises.

### Fire Outside of Fill Area:

1. Notify your immediate Supervisor and the Landfill Superintendent
2. Call the Fire Department via Station 38 or 911
3. Ensure there is adequate fire break between fire and exposed refuse
4. Assist in putting out fire, if such action seems reasonable

### Wild Fire:

1. Notify your immediate Supervisor and the Landfill Superintendent
2. Call the Fire Department via Station 38 or 911 if the fire threatens the landfill
3. Time permitting the Landfill Superintendent or immediate Supervisor shall contact the Deputy Director who shall authorize the closure of the landfill and personnel evacuation. Use good judgment in the event the Deputy Director cannot be contacted. SAFETY FIRST!
4. Close public entrance to landfill (monitor entrance to prohibit public access and to allow emergency vehicle access if necessary).
5. Muster personnel and designate duties (send non-essential personnel home or to a designated safety zone). The Landfill Superintendent is responsible for this determination. In his absence the immediate Supervisor may make this determination with concurrence from the Deputy Director.

**Warning:** *The Fire Department may already be involved in fighting the fire and may not be able to respond to the call. Use good judgment if personnel will remain on site to protect property. Public and personnel safety takes precedence*

**ALL PERSONNEL MUST FOLLOW THE DIRECTION OF THE CIVIL AUTHORITIES, POLICE / FIRE.**

**Benefit of Compliance to Instruction:**

- Public and personnel safety
- Public property protection
- Containment and elimination of fire hazard

**Consequence of Non-Compliance to Instruction:**

- Injury or death to public or personnel
- Destruction of public property
- Arrest and/or disciplinary action
- Violations and/or fines from regulatory agency

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**Reviewed by:** Senior Staff, *Refuse Disposal Division*

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